



STATE OF WASHINGTON

STATE RECORDS COMMITTEE

*Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives*

*PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900*

**MEETING MINUTES**

**April 7, 2010 – 1:30 pm**

**Archives Conference Room, Olympia**

**Members Present:** Steve Ryser (Office of the State Auditor); Traci Friedl (Office of the Attorney General); Mike Steenhout (Office of Financial Management); Jerry Handfield (State Archivist) (via phone)

**Staff Present:** Russell Wood (State Records Manager); Michele Mallery (Records Management); Deborah Bahn (Digital Archives)

**Records Officers/Guests:** Millie Brombacher (Department of Social and Health Services); Sherree Christiansen Hempstead (Department of Revenue); Lysa Homan Walker (Department of Labor and Industries); Cara Bell (University of Washington); Barbara Benson (University of Washington); Bernadette Petruska (Military Department); Larry Schmitt (Department of Revenue); Jamey Taylor (Department of Ecology); Bruce Clark (Department of Licensing); Peggy Murphy (Department of Natural Resources); Christine Taylor (University of Washington); Jackie Beeny (Department of Social and Health Services).

**I. ROUTINE BUSINESS**

**A. Call to Order:** Steve Ryser called the meeting to order at 1:34 p.m.

**B. Introduction of Records Officers/Guests:** All Records Officers and guests were introduced.

**C. Approve March 3, 2010 Minutes:** Ryser called for a motion to approve the March, 2010 minutes; moved by Friedl, seconded by Ryser.

**Resolution:** Motion carried.

**D. Adoption of Today's Agenda:** Ryser called for a motion to approve the agenda as submitted; moved by Friedl, seconded by Steenhout.

**Resolution:** Motion carried.

**II. WASHINGTON STATE ARCHIVES UPDATES**

**A. Announcements from the State Archivist**

**B.** The State Archivist announced he was at the National Archives in Washington D.C. regarding the electronic records archives project meeting. It is the National Archives effort to prepare for the collection and preservation of electronic records. There are representatives from several State Archives, Air Force, Library of Congress, private sector, the White House as well as the new Archivist of the United States. A year ago the White House asked for advice on Social Media. The State Archivist mentioned that the records management staff had put up advice on our website regarding social media. Last week, the State Archivist spoke to the National Institute of Standards. They are working on standards for the preservation of electronic records.

**C.** The Local Records Committee has been working with County Officials who are looking forward to have us take on more and more county records, particularly the County Clerks.

- D. The State Archivist reported there is a case where the State Archivist sent a letter to a judge who thought it was proper to destroy records before their retention period had elapsed. The State Archivist will keep agencies posted.
- E. The State Records Manager announced the Governor has proclaimed April to be Records Management Month.
- F. **Update on Digitization After Destruction (DAD) Applications:** Russell Wood announced that records management has been working diligently on the applications and getting several approved. Three more applications were received from Local Government agencies. The new forms have made the process easier to get through.

### III. OLD BUSINESS

#### A. Tabled item from March 3, 2010 meeting

- 1. **Department Of Social and Health Services Office 209 (Ombudsman)** dated January 28, 2010.

**Action:** Motion to approve pending correction of DAN number: Steenhout, seconded by Friedl.

**Resolution:** Motion carried.

**Department of Social and Health Services Office 765 (Child Study & Treatment Center)** dated February 1, 2010.

**Action:** Motion to approve: Friedl, seconded by Steenhout.

**Resolution:** Motion carried.

- 2. **Military Department Office 245 (Mil/Records Officers)** dated March 23, 2010.

**Action:** Motion to approve: Handfield; seconded by Ryser

**Resolution:** Motion carried.

### IV. NEW BUSINESS

#### A. State Agency Unique Records Retention Schedule

- 1. **Department of Ecology**

Records Retention Schedule for Office 420 – Shorelands & Environmental Assistance, dated February 16, 2010.

**Action:** Motion to approve: Ryser, seconded by Friedl.

**Resolution:** Motion carried.

- 2. **Department of Corrections**

Records Retention Schedule for Office 120 – Headquarters – Emergency Operations Unit, dated March 18, 2010.

**Action:** Motion to approve: Ryser, seconded by Steenhout.

**Resolution:** Motion carried.

- 3. **Department of Natural Resources**

Records Retention Schedule for Office 490 – Public Disclosure/Records Stewardship, dated March 2, 2010.

**Action:** Motion to approve: Friedl; seconded by Ryser

**Resolution:** Motion carried.

- 4. **Department of Revenue**

Records Retention Schedule for Office 706 – Taxpayer Account Admin/Information, dated March 10, 2010.

**Action:** Motion to approve: Ryser; seconded by Steenhout.

**Resolution:** Motion carried.

**5. Department of Veterans Affairs**

Records Retention Schedule for Office 610 – DVA/Superintendent's Office Records, dated March 10, 2010.

**Action:** Motion to approve: Friedl; seconded by Ryser.

**Resolution:** Motion carried

**6. Washington State University**

Records Retention Schedule for Office 2980 – Business Services – Sponsored Programs Services, dated February 25, 2010.

**Action:** Motion to table: Ryser seconded by Handfield.

**Resolution:** Motion carried.

**7. Military Department**

Records Retention Schedule for Office 880 – Emergency Management Division/Response Section, dated March 19, 2010.

**Action:** Motion to approve: Friedl; seconded by Ryser.

**Resolution:** Motion carried.

**8. Department of Social and Health Services**

Records Retention Schedule for Office 106 – Background Check Central Unit (BCCU), dated March 13, 2010

**Action:** Agency withdrew pages 1 and 2, series "Background Check Authorization Forms and Results for Individuals Not Hired (Service Providers)" and "Background Check Authorization Forms and Results for Hired (Service Providers)"; Motion to approve pages 3-10 with item # 2373 of page 10 being withdrawn: Steenhout; seconded by Friedl

**Resolution:** Motion carried.

Records Retention Schedule for Office 763 – Western State Hospital, dated March 11, 2010.

**Action:** Motion to approve: Friedl; seconded by Steenhout

**Resolution:** Motion carried.

Records Retention Schedule for Office 765 – Child Study and Treatment Center, dated March 11, 2010

**Action:** Motion to table to clarify retention increase: Friedl; seconded by Handfield

**Resolution:** Motion carried.

**9. University of Washington**

Records Retention Schedule for Office Any Office, dated March 9, 2010

**Action:** Motion to approve: Friedl; seconded by Steenhout.

**Resolution:** Motion carried.

Records Retention Schedule for Office 08/11/03 – Commuter Services: Maintenance, dated March 8, 2010.

**Action:** Motion to approve: Friedl; seconded by Steenhout

**Resolution:** Motion carried.

Records Retention Schedule for Office 08/12/01 – Property and Transport Services: Fleet Services and Maintenance, dated March 9, 2010

**Action:** Motion to approve: Friedl; seconded by Steenhout.

**Resolution:** Motion carried.

Records Retention Schedule for Office 10/03 – Human Resources Operations, dated March 19, 2010.

**Action:** Motion to approve: Friedl; seconded by Steenhout.

**Resolution:** Motion carried.

Records Retention Schedule for Office 10/11 – Violence Prevention Response Program, dated March 9, 2010

**Action:** Motion to approve: Friedl; seconded by Steenhout.

**Resolution:** Motion carried.

**10. Department of Licensing**

Records Retention Schedule for Office 424 – Title & Registration – Revenue Management Unit, dated March 15, 2010.

**Action:** Motion to approve: Friedl; seconded by Ryser.

**Resolution:** Motion carried.

Records Retention Schedule for Office 520, 523 – Driver Examining, dated February 25, 2010.

**Action:** Motion to table for further clarification of the control of the automated system and who provided the test: Ryser; seconded by Friedl.

**Resolution:** Motion carried.

Records Retention Schedule for Office 611 – Business and Professions – Professional Athletics, dated March 15, 2010.

**Action:** Motion to table "Promoter Application File" to clarify the combination into "Original Applications" series: Handfield; seconded by Ryser

**Resolution:** Motion carried.

Records Retention Schedule for Office 611, 688, 685, 693, and 666 – Business and Professions – Professional Licensing Support Services, dated March 10, 2010.

**Action:** Motion to approve: Friedl; seconded by Handfield

**Resolution:** Motion carried.

Records Retention Schedule for Office 638 – Business and Professions – Cosmetology, dated March 12, 2010

**Action:** Motion to table as not all pages present for committee to review: Steenhout; seconded by Friedl.

**Resolution:** Motion carried.

Records Retention Schedule for Office 638, 611, 688, 685, 693 and 666 – Business & Professions – Cosmetology, dated March 12, 2010

**Action:** Motion to table items "Child Support Suspensions" and "Student Loan Default Suspension" and look at combine into a Suspension type file: Ryser; seconded by Steenhout.

**Resolution:** Motion carried.

**V. OTHER BUSINESS**

**VI. NEXT MEETING**

When: May 5, 2010 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia.

**VII. ADJOURNMENT**

**Action:** Motion to adjourn: Handfield, seconded by Friedl.

**Resolution:** Meeting adjourned 3:50 p.m.

**CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:**

*I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on April 7, 2010 and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.*

Steve Ryser      5-5-10  
Chair Signature      Date